

RFQ

**Full Service Hotel & Expansion / Construction
of Monroe County Convention Center
*REQUEST FOR QUALIFICATIONS***

ISSUED: April 5, 2017

DEADLINE FOR PROPOSALS: May 5, 2017 @ 12:00 pm (noon) Eastern Time

PROPOSAL SUBMITTAL: – See RFQ detail for submittal requirements

Mail:

Monroe County Commissioners

Monroe County Courthouse

Attn: Angie Purdie, Commissioners' Administrator

100 W. Kirkwood Avenue

Bloomington, Indiana 47404

Email:

apurdie@co.monroe.in.us

Contact Person:

Angie Purdie

Commissioners' Administrator

Email inquiries/communications ONLY: apurdie@co.monroe.in.us

REQUEST FOR QUALIFICATIONS

The Monroe County Commissioners (Owner) seeks statements of qualifications from qualified Respondents who are interested in and qualified to construct:

1. An expansion to the existing Monroe County Convention Center in the City of Bloomington's downtown corridor adjacent to the existing Monroe County Convention Center as currently located; or, as an alternate location, in that portion of the county west of I-69 on or near the SR46 By-Pass
2. A full-service hotel with a minimum of 200 rooms to support the expanded convention center; and/or
3. A combination of developing/constructing both the expanded convention center and the 200+ room hotel.

Potential responders should indicate their interest in, and tailor their responses to, any of the options listed above. Additionally, Respondent should have the experience in and the capability to either expand the current convention center, to provide a minimum of 30,000 square feet of new convention space connected to the full-service hotel, or, both.

Specifically with regard to the hotel, the Respondent should be affiliated with a recognized brand with a national quality reputation and serve as the primary convention center event host hotel which includes a group business agreement defining sales and booking policies. Preferred flags include Embassy Suites, Hilton, and, Marriott.

Depending upon the final development agreement, the Respondent may serve as the manager of the full service hotel and, therefore, must be capable of performing such service.

A hotel and convention center marketing department must be available and, in addition, to a minimum of 200 sleeping rooms, the hotel must offer concierge, valet parking and bellhop services in addition to an independent restaurant, a lounge, and fully-developed room service. A roof-top or exterior setting with a modern, adult-type atmosphere offering locally-sources food, beer, wine, and spirits is preferred. The hotel must connect to the current, or expanded, convention center space.

The Respondent must be capable of providing a minimum of 30,000 square feet of attached convention center space to include flexible ballroom / exhibition space, attractive corporate boardrooms; multiple breakout spaces; as well as an aesthetically pleasing, safe, welcoming, enclosed, climate-controlled connection to the current convention center space. A gift shop and a shuttle service to and from the Indianapolis Airport capable of moving large groups of conventioners should also be available. Local art or art highlighting the local area should be used as a part of the hotel and convention center space decoration.

Specifically with regard to the Convention Center space, the Owner has yet to determine whether it is most desirable to expand the current convention center space; add additional convention center space in conjunction with the hotel construction; or, a mixture of both. That determination will be made after the selection of a Respondent partner. In order for all options to be available to the Owner, the following is offered:

The Respondent must be able to show the ability to and experience in developing projects that are designed to a specific community with an iconic exterior and interior and not merely be a generic off-the-shelf product. The more experience in developing such a product, the better.

However ultimately developed in consultation with the Owner, a Respondent must be able to develop convention space that includes, but, isn't limited to, the following.

- A minimum of 30,000 square feet of convention center space if connected to the hotel; and, a to-be-determined amount of space if the plan is to expand the current convention center facility.
- The space must be modern, flexible and built to host a wide variety of events, to include trade shows, exhibits, festivals, concerts, etc.
- There must be adequate ballroom space as well as breakout space for smaller groups and meetings.
- The Owner may wish the development to include space adequate to serve as a new home for the current Visit Bloomington (Convention and Visitors Bureau) office.
- Modern acoustics, lighting, security, electric access floor boxes, internet bandwidth, and electronic signage must be provided. The Owner wants a design that does not require any columns.
- In short, as this is not an exhaustive list, the Owner requires that the Respondent be able to demonstrate the knowledge of convention center construction and all of the needs of such a facility.

As required for the hotel, convention center space, if constructed on the hotel footprint, must directly connect to the current, or expanded, convention center space.

Ultimately, owner is seeking an end product which will be a proud community landmark made in part with locally-sourced materials, tastefully decorated, which is highly visible, easily accessible, and, which creates interior and exterior photo opportunities for end users.

SCHEDULE OF RFQ SUBMITTAL – REVIEW – CONTRACT AGREEMENT

The Owner shall attempt to adhere to the following schedule in the receipt, review, and evaluation of RFQ Submittals. *All dates are tentative and subject to change at the Owner's sole discretion. The Owner reserves the right to cancel or amend the process at its sole discretion.*

- April 5, 2017 RFQ distribution
- May 5 RFQ Submittal due date
12:00 pm (Noon) Bloomington, Indiana time
- May 8-12 RFQ Submittal evaluations
- May 15 – 26 Interviews with selected Respondents
- May 29 – 31 Report on most qualified Respondents
- June 1 – 30 Owner meets with selected Respondent(s) and

Finalizes scope and cost of development.

- July 1 – 14 Owner meets with Respondent to review and approve final scope of work and cost proposal. Legal review, Administration approval
- TBD Board of Commissioners contract approval and issues notice to proceed.

RFQ SUBMITTAL REQUIREMENTS:

- 1) **Identification of the Respondent(s).** Name of the firm, or team of firms, contact information for the person authorized to serve as point of contact during the RFQ evaluation process and to negotiate on behalf of the firm or team if selected.
- 2) **Project Approach.** Describe the proposed methods which will be undertaken to perform the requested conceptual scope of work. Include in your submission proposed time lines and other exhibits illustrating the general schedule of activities.
- 3) **Past experience.** Provide specific examples of projects that are relevant and similar to the conceptual scope of work required for this project. Include methods utilized to receive public comment.
- 4) **Personnel and Staffing Plan.** Identify and provide resumes for all personnel who will have responsibility for performing the conceptual scope of work. Describe the organization of the proposed team and designate the proposed Project Manager. If the proposal involves a team submission, explain its organization to ensure efficiency and accountability to the Owner during the course of the project. The Owner is most interested in relevant experience and qualifications related to this specific project.
- 5) **References.** Provide a list of past clients, with contact information, for which the Respondent has performed work of a similar nature. Minimum three (3), maximum five (5) references required.

FORMAT OF RFQ SUBMITTAL:

The Owner is not limited the size of the RFQ submittal. Please submit one (1) hard copy with one (1) electronic copy. All documents submitted must be clearly identified with the name of the Respondent or Development Team submitting.

COSTS OF RFQ SUBMITTAL:

Any costs incurred by the Consultant responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The Owner shall not reimburse the Consultant for any expenses.

OWNERSHIP OF RESPONSES:

All Responses submitted become the property of the owner and will not be returned and be subject to Indiana's Access to Public Records Act.

COMMUNICATIONS AND PROJECT MANAGEMENT:

Communications from interested Respondents to the Owner during the RFQ submittal process shall be in writing only.

OWNER AMENDMENTS TO RFQ:

All potential Respondents who wish to receive any amendments to this document must submit contact information, email or address, to Ms. Purdie. Please have the subject line read RFQ.

FINAL REVIEW AND SELECTION:

The Owner shall develop a final review and selection process at its own sole discretion.

FUNDING:

The determination on how the hotel and/or the convention center expansion shall be funded, if at all, is not complete and will be a part of the negotiation process with the selected Respondent partner.

ACCEPTANCE:

Joint partnerships or consultant teams submitting offers will not be considered responsive unless it is established that contractual responsibility rests with one individual, firm, or corporation. The Owner will contract with one entity for services solicited in this Request for Qualifications (RFQ).

The Owner reserves the right to enter into further discussions with any or none of the Responders based upon the initial response to the RFQ and the right to negotiate the cost with the selected Responder(s) if it is deemed to be in the best interest of the Owner.

